Comtecmed COPHy 2023 App

Downloading the Official COPHy 2023 App

OR

Scan the QR code with your phone camera to download the Comtecmed App
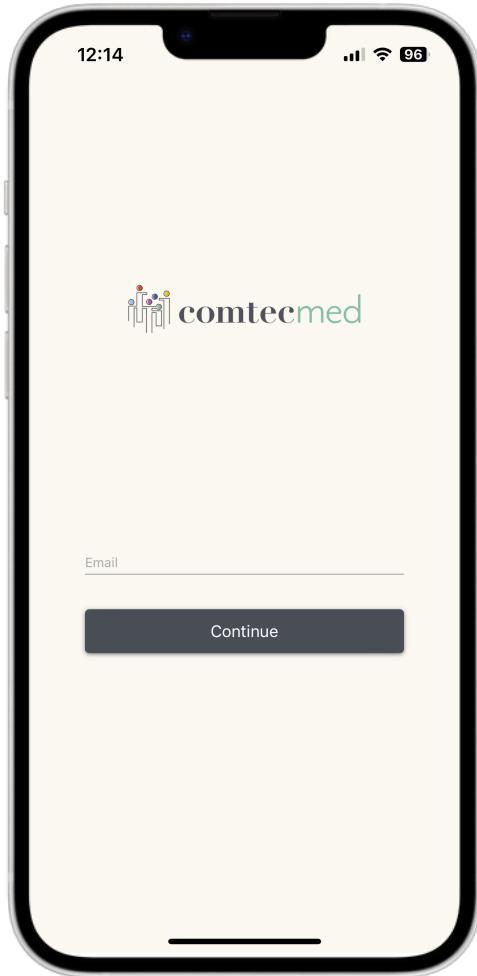
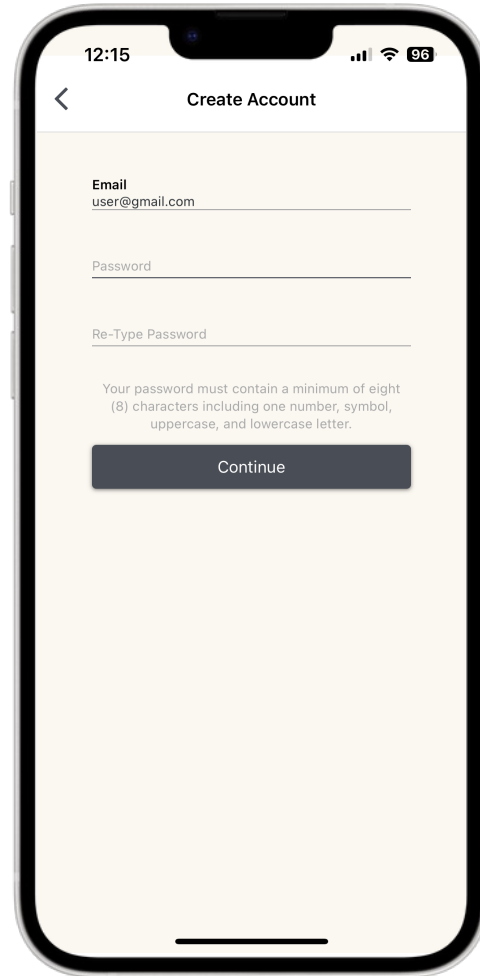Visit the Apple App Store or Google Play Store and search for "Comtecmed"
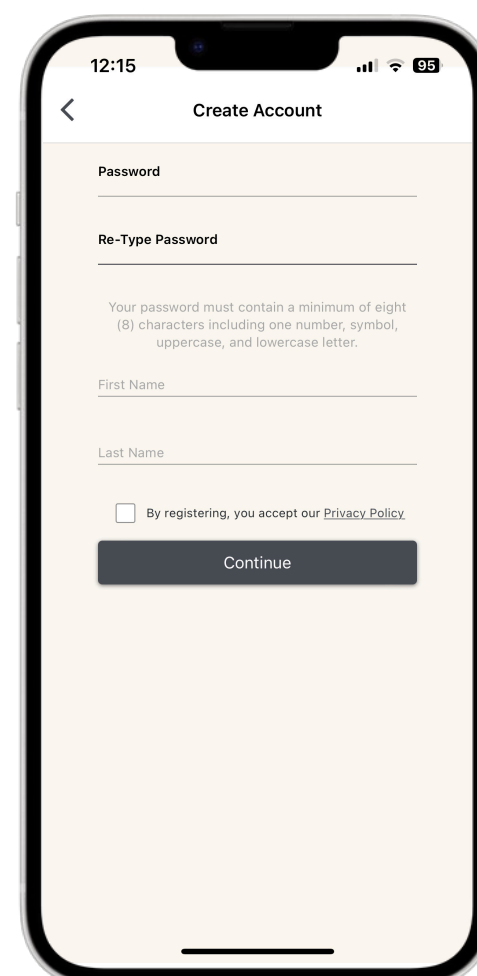
Comtecmed

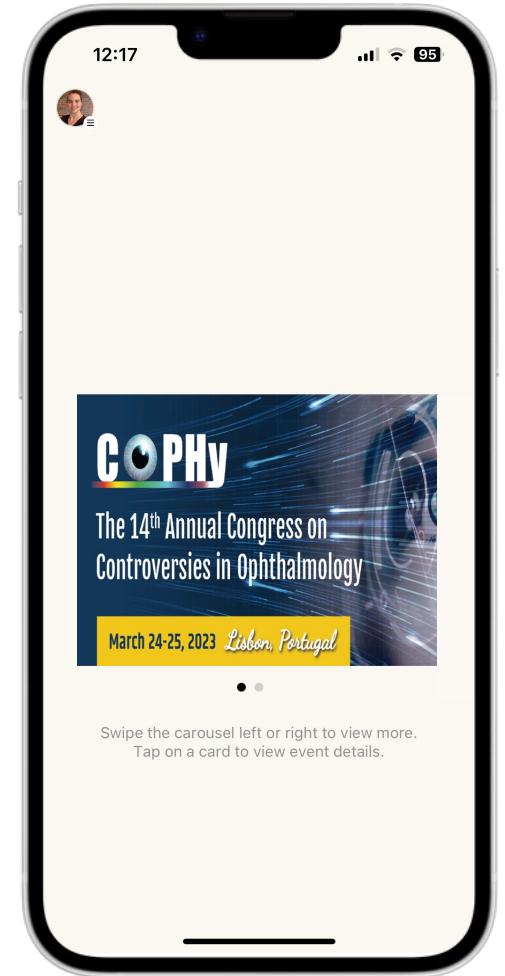# After the App is Installed, Create Your User Account

1. Enter your email address and tap on the **"Continue"** button

2. Enter a password and retype the password to confirm, then tap on the **"Continue"** button
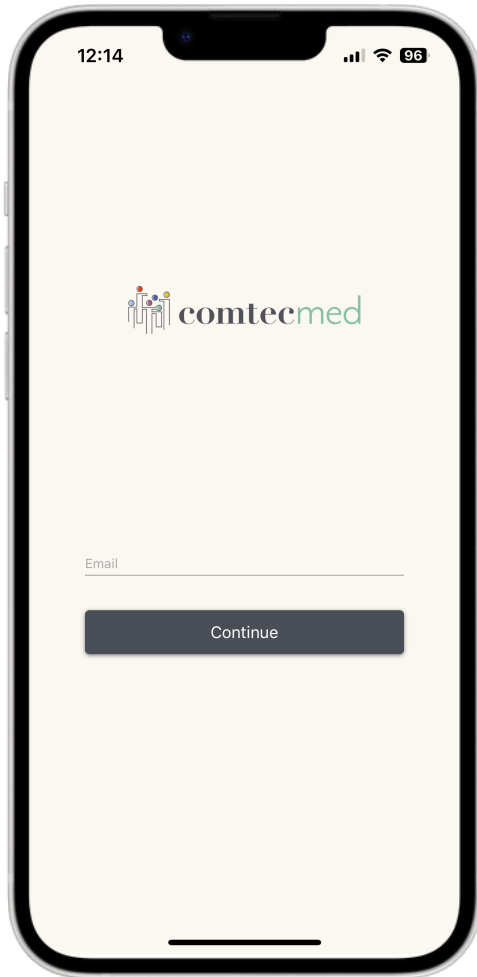
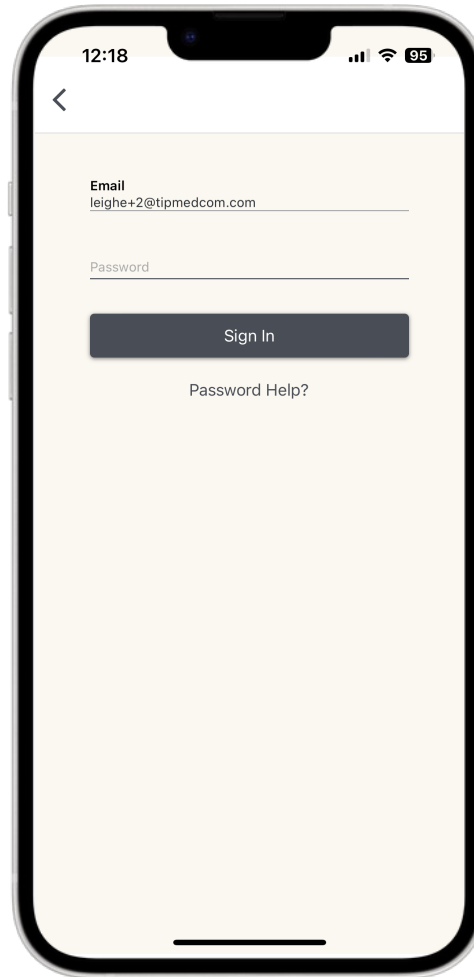3. Enter your first/last name and Accept the Terms of Use

4. Tap on the COPHy 2023 logo to access the congress content
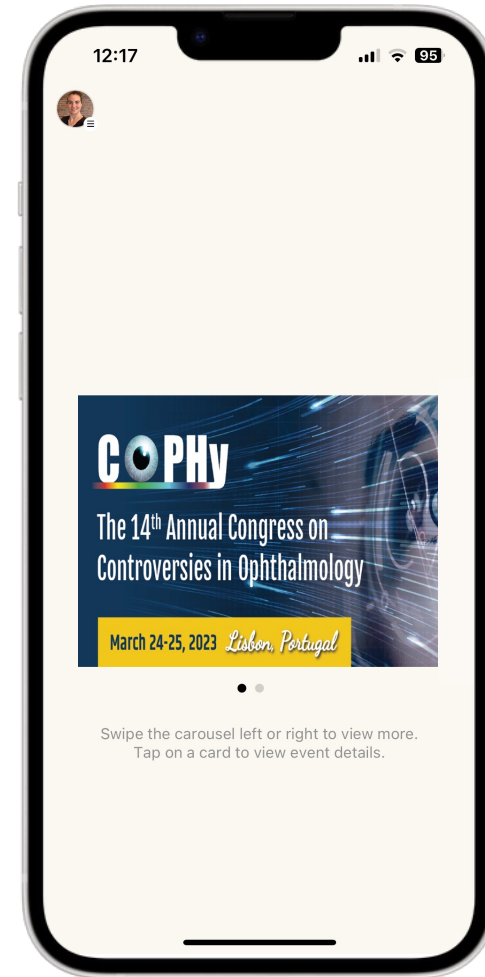
For Previous COPHy Attendees
After the App is Installed, Log In

1. Enter the email address used for past CONY events and tap on the **"Continue"** button
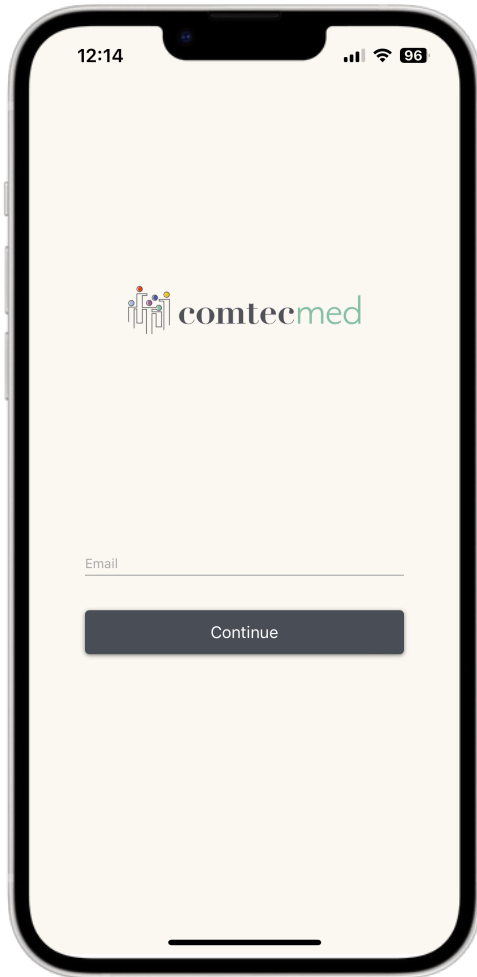
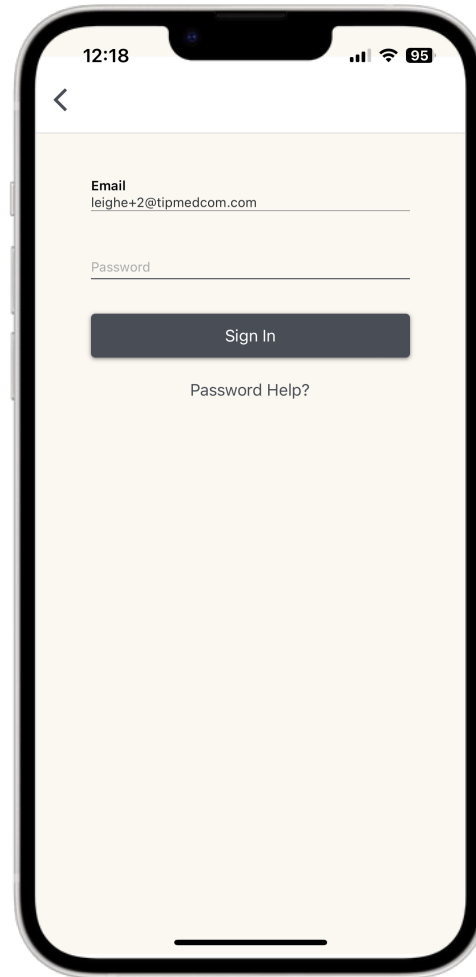2. Enter the password used for past CONY events and tap on the **"Sign In"** button

3. Tap on the COPHy 2023 logo to access the congress content
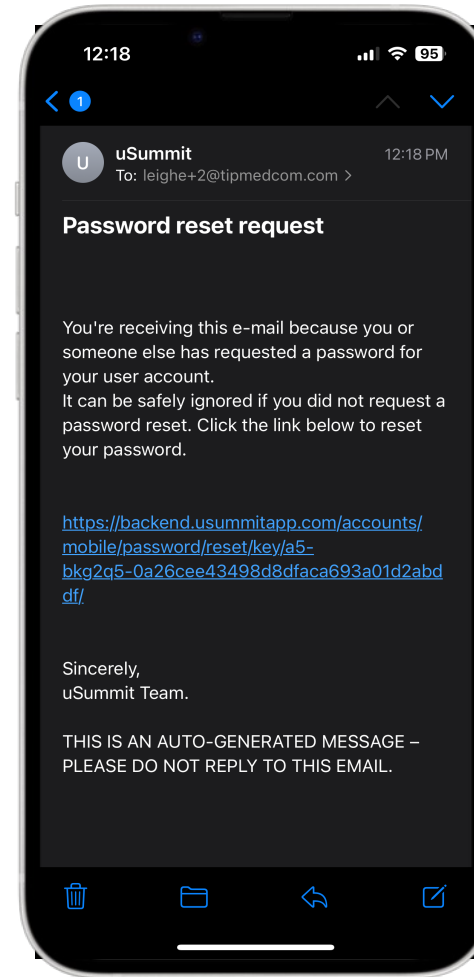
For Previous COPHy Attendees
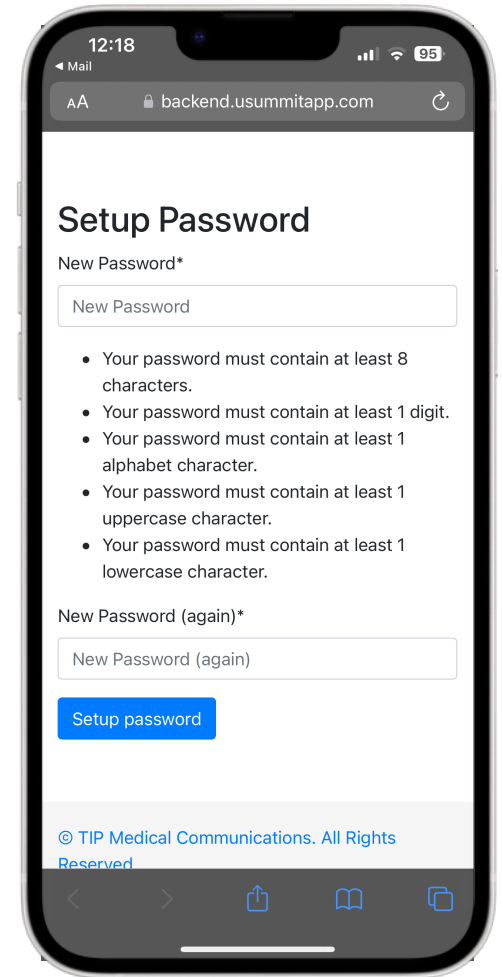# If you have forgotten your password

1. Enter the email address used for past CONY events and tap on the **"Continue"** button

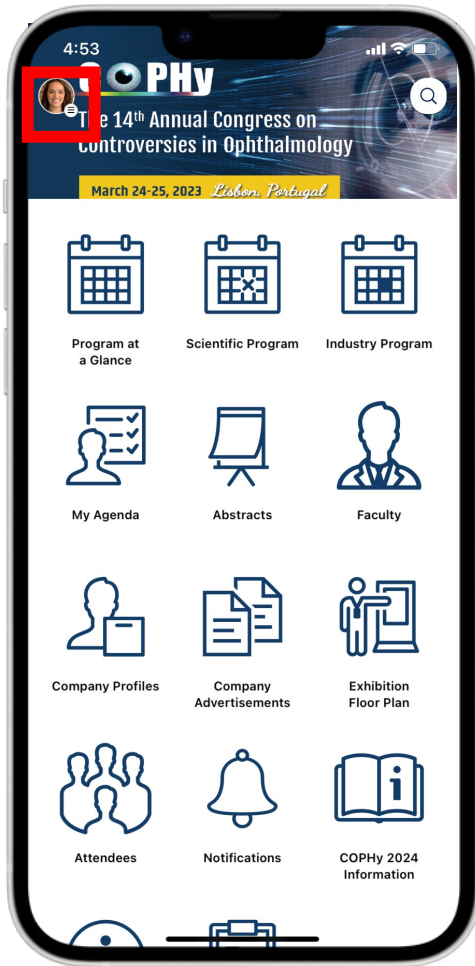2. Tap on the **"Password Help?"** button to reset your password

3. Open your email and find an email from uSummit. Click on the reset password link in the email.
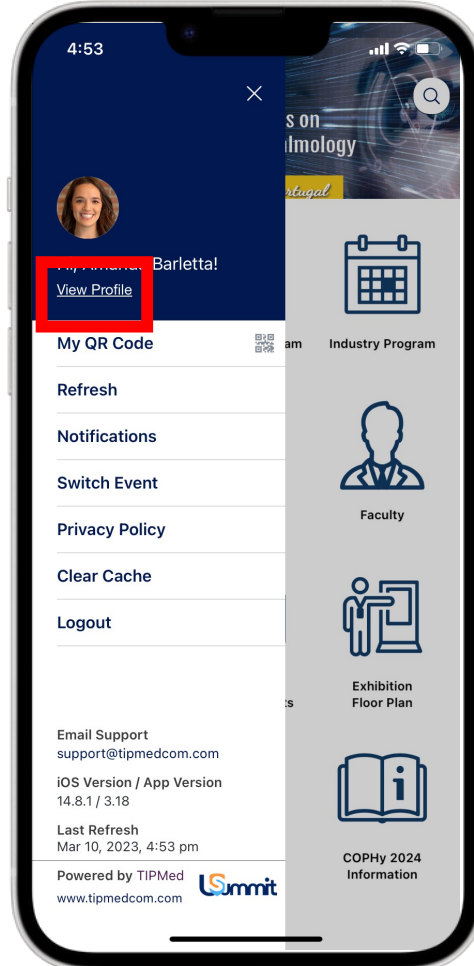
4. On the webpage that opens, enter your new password twice and go back to the **Comtecmed App** and log in
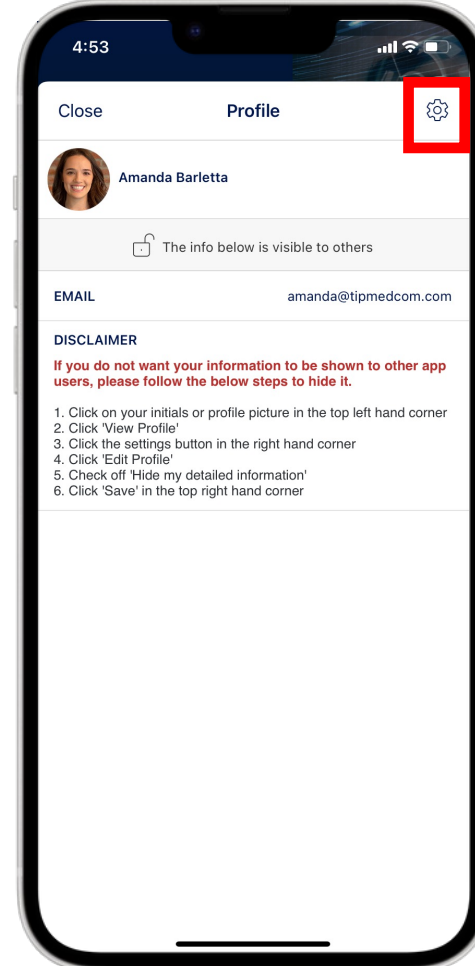
Editing you Profile

1. Click on your profile picture or initials in the top left-hand corner

2. Click 'View Profile'

3. Click on the Settings icon in the top right-hand corner
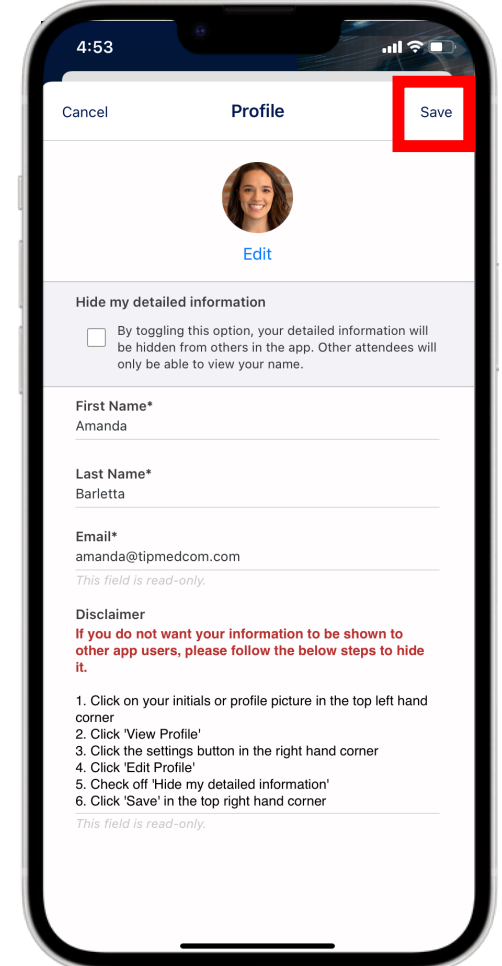
4. You can edit your profile information here. If desired, check 'Hide my detailed information'.

Searching the App
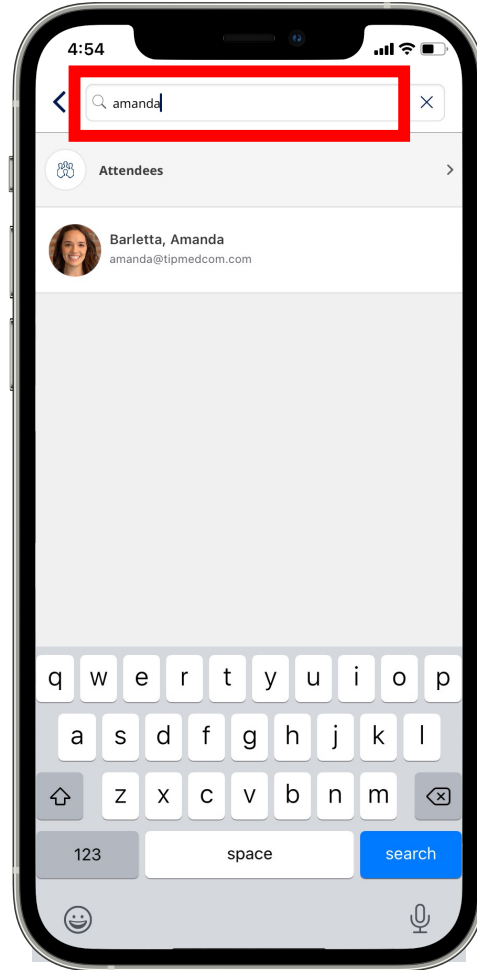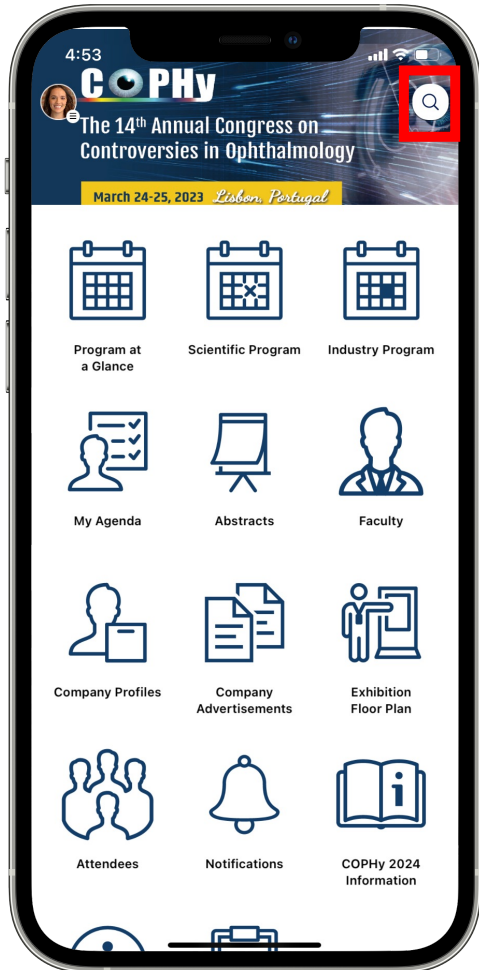
- To search keywords or names throughout the app, tap on the magnify glass in the top right-hand corner

- Type in the word/name you would like to search for

- View the different modules that it appears in

Comtecmed Tip:
You can search within specific modules as well. Tap on the magnify glass within the module to search.

Building your personal "My Agenda" 🗒️

You can build your own personal "My Agenda" from any of the schedule modules in the app, that includes:

➢ Scientific Program
➢ Industry Program

To start building your personal agenda, follow these steps:
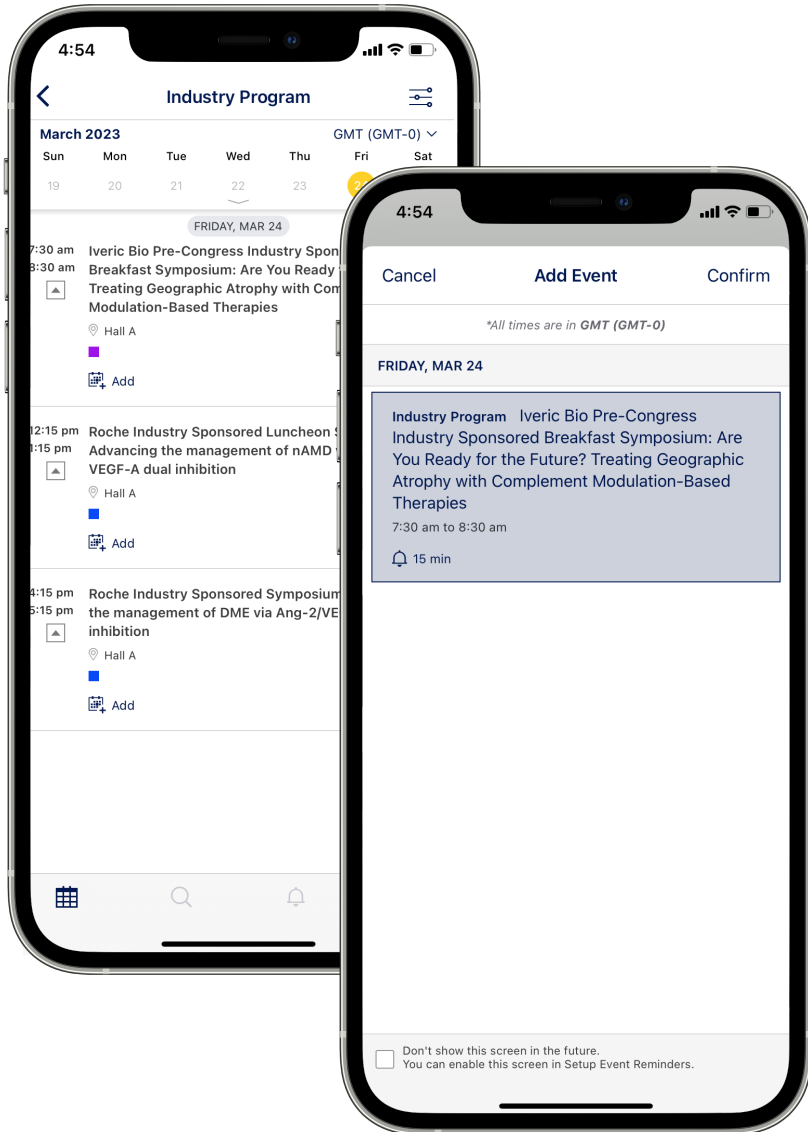1. Open the schedule of your choice
2. Locate the event you are interested in
3. Tap on the "**Add+**" button on the event
4. Tap "Confirm"

The event will then be added to your personal "My Agenda" and will set an automatic 15-minute reminder.

Faculty
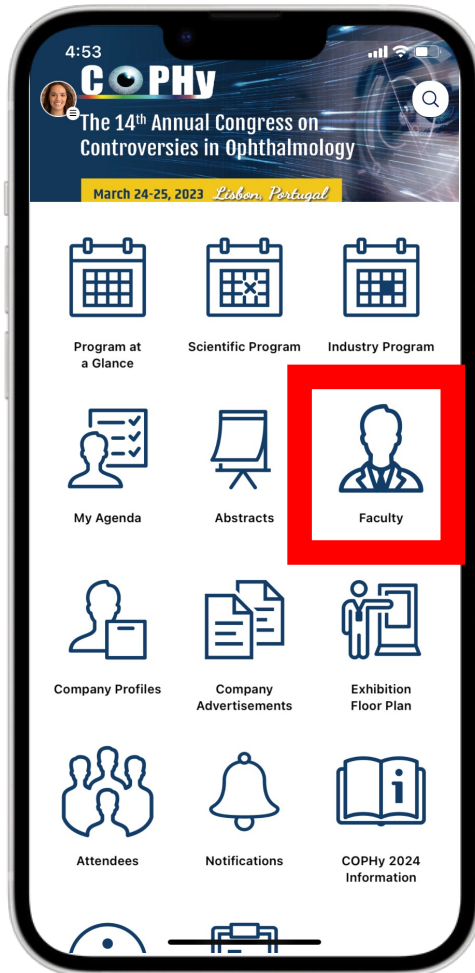
- Click on the 'Faculty' module to view a list of the faculty members sorted by surname

- Tap on a profile you would like to view for additional information

Company Profiles and Advertisements

- To view a list of company profiles, click on the 'Company Profiles' module on the main dashboard
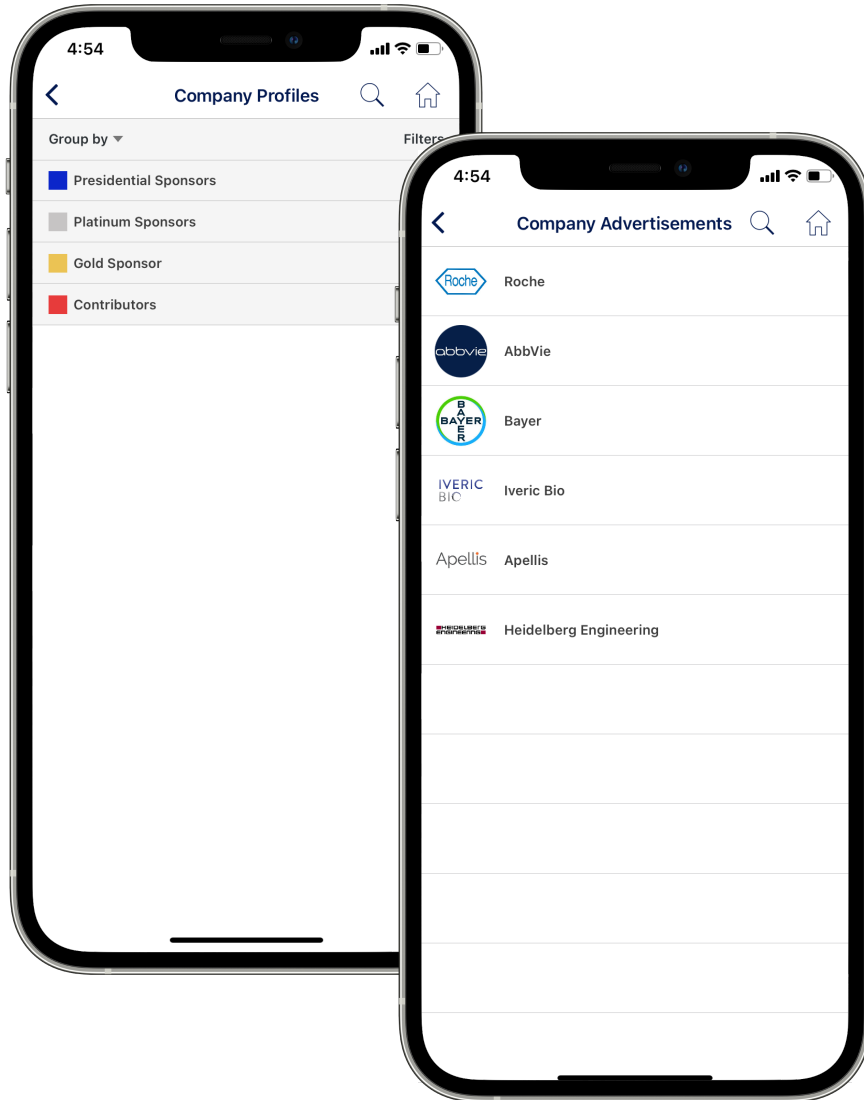
  - The company profiles are sorted by sponsorship level

  - To view more information about a specific company, tap of the company name

- To view the company advertisements, click on the 'Company Advertisements' module on the main dashboard

  - To view an advertisement, click on the company name

Notifications
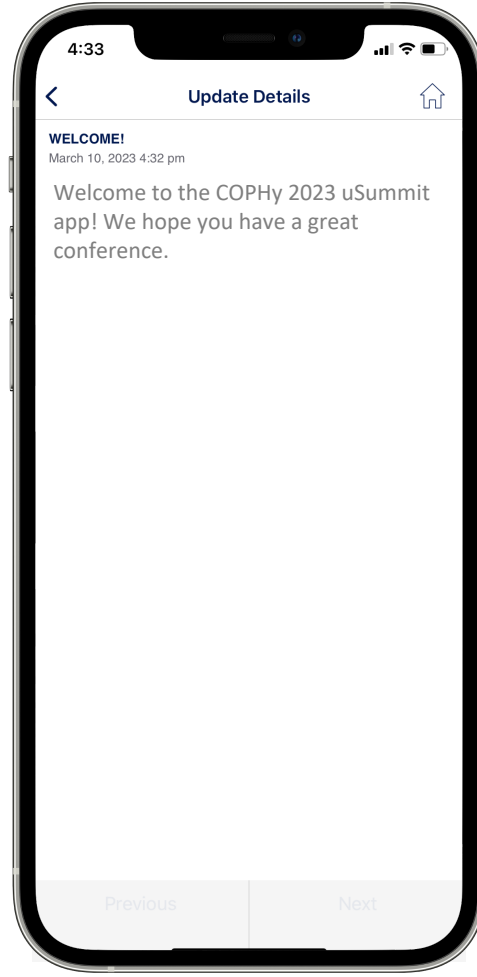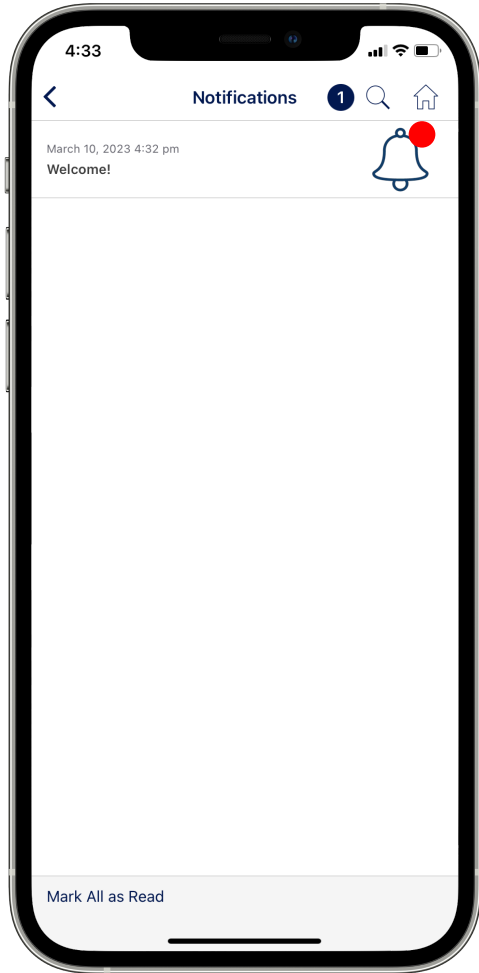
You can:

- Receive notifications to stay informed of any major changes or updates throughout the conference

- Red badge will indicate if new/unread notifications are available

- Tap notification subject to view full post

More great uSummit features

Attendees
The "**Attendees**" module houses all of the COPHy attendees using the app! Here you can view their contact info, as well as additional details.

Exhibition Floor Plan
The "**Exhibition Floor Plan'** module is where you can view the floor plan and see where all your favorite companies will be.

COPHy 2024 Information
The "**COPHy 2024 Information**" module is where you can view additional details for COPHy 2024.

General Information & Key Contacts
The "**General Information & Key Contacts**" module lists a few helpful key contacts separate from the full attendees module, including your Comtecmed App Support contact.

Congress Evaluation
The "**Congress Evaluation**" module is where you will be able to provide the team with feedback for the COPHy 2023 congress.